



Indigenous Advancement Strategy

COMMUNITY LED GRANTS

Application Kit

This document provides guidance for applicants applying for Community Led grant funding under the Indigenous Advancement Strategy (IAS). This application kit provides key information to assist applicants to complete the application form and should be read in conjunction with the IAS Grant Guidelines. An Application Form and draft Project Agreement can be found on the [Department's website](#).

The Department may amend this application kit from time to time and will provide reasonable notice of these amendments.

Applications Close:

There is no closing date for this funding. A closing date for applications may be nominated by the Department of the Prime Minister and Cabinet (PM&C) when all the funding has been allocated, with details to be provided on the Department's website.

Submission Details:

Potential applicants must discuss proposals with the PM&C Regional Network office in the early stages of development and before preparing an application.

Alternatively, where proposals are for national activities or to support tertiary studies, potential applicants should discuss these with the PM&C National Office.

Applications should be completed online. In circumstances where an applicant cannot access the online application smart form they should contact their local PM&C Regional Network Office.

Enquiries

All enquiries relating to applications for this grant funding should be directed to the PM&C Regional Network on 1800 079 098.

PART A – GENERAL INFORMATION FOR APPLICANTS

A1 Funding for the activity

The Department may award grants as one off payments, or on a single year or multi-year basis at its discretion. Funds made available under the IAS must be acquitted following the project end date as stated in the Project Agreement.

A2 Grant funding

This grant funding will be made available through an open, non-competitive process.

Eligible applicants may apply for funding at any time. Applications will be assessed on a case by case basis against the assessment criteria.

A3 Funding objectives

The Department invites applications for grant funding for activities that contribute to the achievement of any combination of outcomes identified in the IAS programme information provided in Annexure 1 of the IAS Grant Guidelines.

A4 What can be funded?

The Department may provide grant funding at any time in response to a request for support to respond to an emerging community need or opportunity.

The types of activities that may be funded will address one or more of the Government's priority areas:

1. Education – activities focused on increased school attendance and improved educational outcomes that lead to employment. This includes activities that nurture and educate Indigenous children, youth and adults to improve pathways to prosperity and wellbeing. This includes improving family and parenting support; early childhood development, care and education; school education; youth engagement and transition; and higher education.
2. Employment and Economic Development – support to connect working age Indigenous Australians with real and sustainable jobs, including ensuring remote jobseekers participate in activities and gain experience that builds work-readiness and contributes to the broader community, foster Indigenous business and to assist Indigenous people to generate economic and social benefits, including from natural and cultural assets and including the effective management of Indigenous-owned land and seas.
3. Community Safety – activities that make communities safer for Indigenous Australians, enabling them to enjoy similar levels of physical, emotional and social wellbeing as those enjoyed by other Australians.

Examples of the types of activities that may be funded under this grant funding process are listed in Annexure 1 of the IAS Grant Guidelines.

Activities should be consistent with regional priorities. Potential applicants should discuss regional priorities with the PM&C Regional Network office.

It is important to note that funding is not guaranteed and will be subject to the decision of the Minister for Indigenous Affairs or delegate.

A5 What cannot be funded?

Activities that will not be funded are stipulated in Annexure 1 of the IAS Grant Guidelines for each programme. These activities include but are not limited to:

- Applications that do not clearly align to the identified outcomes of the IAS.
- Activities that are currently funded by other Australian Government agencies, state/territory or local governments.
- Retrospective funding for activities that have been completed.

PART B – APPLYING FOR FUNDING

B1 Discuss proposal with the local PM&C Regional Network office

Potential applicants must discuss proposals with the local PM&C Regional Network office in the early stages of development and before preparing an application.

Where proposals are for national activities or to support tertiary studies, potential applicants should discuss these with the PM&C National Office.

PM&C Regional Network and National Office contact details are provided at the Annexure 2 of the IAS Grant Guidelines.

It is important to note that an initial discussion with the Department regarding a proposal is not considered an application for funding.

B2 Initial proposal

Following preliminary discussions, the PM&C Regional Network office may suggest that a potential applicant provide an initial proposal outlining the proposed activity.

A template for the initial proposal is available from the local PM&C Regional Network office and on the Department's website.

In reviewing the initial proposal the Department will consider the extent to which:

- The proposal is consistent with regional priorities.
- Funding is available for the particular type of activity.

Following consideration of the initial proposal the Department will provide advice to the potential applicant. It is then the potential applicant's decision whether or not to complete an application.

It is important to note that an initial proposal provided to the Department is not considered an application for funding.

B3 Who can apply for funding?

Applicants must meet all eligibility criteria outlined in the IAS Grant Guidelines.

Community groups that may not be eligible to apply for funding are encouraged to consider partnering with an eligible organisation.

B4 Applications from consortia

If an applicant submits an application on behalf of a group of organisations (consortium) the application must include a letter of support from each participating organisation (apart from the lead applicant) involved in the activity. Each letter of agreement must include:

1. The role of the organisation and an overview of how it will work with the lead applicant and any other consortia members to support the successful completion of the activity.
2. An outline of the relevant experience and/or expertise the participating organisation will bring to the consortia.
3. The roles and responsibilities of the organisation in the proposed activity, and the resources it will contribute (if any).

B5 Assessment Criteria

Eligible applicants must address the assessment criteria set out below to be considered for grant funding. The criteria are not listed in any particular order and are weighted evenly.

- 1. Need – The activity is needed to provide improved outcomes and there is a demand for the activity from the target Indigenous community or group.**
 - a) There is evidence the proposed activity is needed and will support improved outcomes in the target Indigenous community or group.
 - b) The target community or group supports the proposed activity and has been involved in its design.
- 2. Quality – The organisation that will deliver the proposed activity is committed to and capable of working with the target Indigenous community or group.**
 - a) The organisation has, or can build, positive relationships with Indigenous Australians, community organisations and other key stakeholders in the delivery of the proposed activity.
 - b) The organisation is able to learn from experience and adapt practices to ensure improved outcomes from the proposed activity.
 - c) The organisation is committed to the employment of Indigenous Australians in the delivery of the proposed activity.
- 3. Efficiency – The proposed activity will support the intended outcomes in a way that appropriately manages risk, is cost effective and is coordinated with relevant stakeholders in the target community.**
 - a) It is clear how the proposed activity will achieve the intended outcomes with the available grant funding.
 - b) It is clear how the proposed activity will link with existing activities associated within the target community or group.
 - c) It is clear how the risks associated with the proposed activity will be managed.
 - d) It is clear how the organisation will monitor the performance of the proposed activity and manage the financial aspects of the grant funding.

4. Effectiveness – The proposed activity can deliver the intended outcomes and sustain the outcomes into the future.

- a) There is evidence that the proposed approach has the potential to deliver the identified outcomes.
- b) It is clear how the intended outcomes of the proposed activity are to be sustained into the future.
- c) It is clear how the organisation will gather evidence to measure the effectiveness of the proposed activity.

B6 Financial and corporate viability information

Applicants, that do not have a current Project Agreement with Department, must demonstrate financial viability by providing a copy of their most recent Audited Financial Statement.

The applicant must provide particulars of any petition, claim action, judgement or decision that is likely to adversely affect its capacity to meet its requirements.

The applicant must notify the Department and provide details if it, or any of its employees, is under investigation, or the subject of court proceedings, in relation to a possible or actual breach of any relevant legislation, and if applicable, provide details of the matter.

B7 Completing an application

Applications for funding must be submitted using the application form. The form is available on the [Department's website](#).

Where an applicant is proposing several activities that are not closely related applicants may describe these activities in a separation application. To reduce workload it is recommended that the applicant partially complete the application form with general information and then save separate copies of the form for each activity.

The application form must be completed in English.

It is strongly recommended that applicants provide the names of key personnel such as Director/s, Chief Executive Officer, Finance Compliance Officer, and if possible Accountant or Auditor of the organisation. This information can be included by adding fields in the *'Applicant's Contacts and Key Personnel'* section in the application form.

The Declaration in the application form must be completed by the applicant or a person authorised to act on behalf of the applicant. If completing the form online, instead of signing the document, the applicant (or person authorised to act on behalf of the applicant), should type their full name in the field.

The following supporting documentation is required:

- ***Non-government applicants that do not have an existing PM&C Project Agreement:***
 - A copy of the applicant's most recent audited financial statement.
 - A copy of organisation's Certificate of Incorporation, where relevant
 - Where an applicant is not able to quote an ABN, a copy of a completed 'Statement by a supplier' form will be required. The form can be found at www.ato.gov.au.
- ***Consortia applicants:***
 - A letter of support from each consortia organisation. Please refer to the information set out in section B4 of this document for details.

The size limit for each application is 10MB. There is also a 2MB size limit for each attachment. The Department's information technology system is not capable of receiving applications that exceed 10MB and any applications above this limit will not be received.

Word limits may apply to some questions in the application form. Information on any word limits will be provided in the application form.

If the inclusion of required supporting documentation leads to an application exceeding the 10MB limit, applicants should contact their local PM&C Regional Network Office.

B8 Activity budget information

Applicants are required to provide an itemised budget in the application. All budget figures must be GST exclusive. The budget should include a breakdown of costs and funding for each financial year in which the proposed activity will operate and include the total funding being requested from the Department.

The budget must identify and estimate the expense items associated with delivering the intended outcomes.

Applicants must also provide details of funding from other sources (including other government agencies) that will also contribute to the costs of the activity outlined in the application. This should include confirmation of whether the funding is approved.

Also specify any applications for funding that are currently awaiting a decision, as well as the nature of the support (e.g. commitment to provide services to job seekers, funding contribution, in kind support, resources, expertise, etc.).

B9 How to submit an application

Information on submitting an application is provided on the front page of this application kit.

It is the responsibility of the applicant to ensure that their application is complete and accurate. Giving false or misleading information to PM&C is a serious offence; applicants who do so may be prosecuted under section 137.1 of the Criminal Code Act 1995 (Cth).

Before submitting an application form, applicants are encouraged to complete the Checklist at Part E of this application kit. The checklist will assist applicants with the completion of their application. The checklist does not need to be submitted with the application.

Where the Department finds an application is incomplete, the Department may provide the applicant with an opportunity to rectify and resubmit the application.

If an applicant discovers an error in their application after submitting it they should inform the Department immediately through the contact details provided at Annexure 2 of the IAS Grant Guidelines.

It is recommended that applicants retain a copy of their application for their records.

After submitting an application a confirmation receipt will be sent to the applicant. If a confirmation receipt is not received after submitting an application, please contact the Department. Departmental contact details are provided at Annexure 2 of the IAS Grant Guidelines.

PART C - HOW WILL THE APPLICATIONS BE ASSESSED?

C1 Assessment panels

The Department will initially screen applications to ensure applicants meet the eligibility and basic application requirements.

Assessment panels will be established by the Department.

The assessment panel will assess all applications against the assessment criteria in this application kit.

Assessment panels may seek expert advice from outside of the Department when assessing applications.

To maintain probity staff involved in developing proposals with applicants will not be involved in assessing the application.

The Department will consider the recommendations of the assessment panel and provide advice to the funding approver (the Minister for Indigenous Affairs or delegate) on the merits of the application.

C2 Information to be considered in assessment of applications

All applications for Community led grant funding under the IAS will be assessed against the assessment criteria. The Department will undertake a risk assessment for all applicants.

In general, the Department may use a number of sources of information when assessing an application. This includes, but is not limited to:

- Material included in response to one assessment criteria in the assessment of other criteria.
- Information about an applicant from any source, including from within the Commonwealth, whether or not individuals or organisations contacted are nominated as referees by the applicant.
- Information about the applicant that is made available through the normal course of business of the Department.
- Information about community need and outcomes separate to the application.

The Department may seek further information from an applicant in order to clarify issues relating to an application.

The Department may also consult with Indigenous communities, groups or other relevant stakeholders to test the veracity of claims made about the support for any proposal contained within an application.

C3 Decision on applications

Following the assessment of an application by the assessment panel, advice will be provided to the Minister for Indigenous Affairs or delegate on the merits of the application. The final decision about the approval of a grant will be made by the Minister for Indigenous Affairs or delegate.

The Minister for Indigenous Affairs or delegate will consider whether the proposal will make an efficient, effective, ethical and economical use of Australian Government resources, and whether any specific requirements will need to be imposed as a condition of funding.

C4 Questions during the assessment period

The Department can respond to general questions about the assessment process but will not provide specific details relating to the status or progress of individual applications while applications are being assessed.

C5 Notification of outcomes

The Department will provide written advice to the applicant of the outcome of the grant funding process, including whether their application was successful, unsuccessful or ineligible.

As a guide, the Department aims to advise applicants of the grant funding outcome within three months of receiving the application. This provides the Department with sufficient time to fully assess the application and consult with community and other relevant stakeholders about the proposal.

If an application is successful, the Department will work with the applicant to negotiate the details of the activity and tailor these to meet community needs. As a result there may be a period of negotiation between an offer being made to an applicant and a Project Agreement being signed with the Department.

C6 Feedback

The Department reserves the right not to provide individualised feedback for each application in a grant funding process. Applicants will be advised if there is an opportunity to request individualised feedback when they are advised of the outcome of their application.

PART D – OTHER THINGS THE APPLICANT SHOULD KNOW

D1 Grant Guidelines

The IAS Grant Guidelines provide further information on:

- Eligibility criteria
- Project Agreements, grant management and reporting
- Risk management and compliance
- Monitoring and evaluation
- Qualifications and licencing
- Complaints and internal review processes
- Ombudsman
- Conflicts of interest
- Taxation issues.

D2 Draft Project Agreement

When applications are submitted, applicants will be asked to confirm that, if their application is successful, they will accept the terms of the Project Agreement. A draft Project Agreement is available on the [Department's website](#).

PART E – APPLICATION CHECKLIST

Before an applicant submits an application, it is recommended the following checklist be used to ensure the application is complete and contains the information needed for the application and assessment process.

Before submitting an application

	The proposal has been discussed with the Indigenous groups who will be involved in the project and with other groups with an interest in the project.
	The proposal has been discussed with the local PM&C Regional Network office (or National Office where relevant).
	Any issues raised by the Department about the proposal have been considered and discussed. An initial proposal template has been completed and provided to the Department.
	The advice provided by the Department about the initial proposal has been considered.
	Eligibility requirements set out in the IAS Grant Guidelines are met.
	The following documents have been read and understood: <ul style="list-style-type: none"> • IAS Grant Guidelines • This Application Kit
	IAS objectives and outcomes are understood and the proposed activity(s) contributes to the outcomes of the IAS.
	The assessment criteria are understood and met.
	The draft Project Agreement has been read. When an application is submitted applicants must confirm that, if their application is successful, they will accept the terms of the Project Agreement. If applicants are not able to accept the terms of the Project Agreement, they should discuss this with the PM&C Regional Network office before completing the application form.
	The name and contact details of two referees who can support the claims made in the application against the assessment criteria can be provided.
	If the applicant has a current PM&C Project Agreement, have the Provider Reference Number ready. The 'Provider Reference Number' can be found on the PM&C Project Agreement.

Completing the application form

	Ensure that every section of the application form is completed.
	Complete the application form in English.
	Complete the 'Declaration' section of the application form. Ensure all fields are completed including the checkboxes. If completing the form online, instead of signing the document, the applicant (or person authorised to act on behalf of the applicant), should type their full name in the field.

Consortia applicants:

	Ensure that the nominated lead organisation (the applicant) is a legal entity capable of entering into a Project Agreement with the Commonwealth.
	Attach a letter of support from each consortia organisation. Ensure that each letter of support includes the information required as set out in section B4 of this document.

Non-government applicants who do not have a current PM&C Project Agreement:

If the applicant is a non-government applicant and does not have an existing PM&C Project Agreement they will need to attach the following supporting documentation:

	A copy of the applicant's most recent audited financial statement. Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.
	A copy of the applicant's Certificate of Incorporation where relevant. Organisations registered with Australian Charities and Not-for-profits Commission are exempt from this requirement.
	If the applicant is not able to quote an ABN number as required in the application form they will be required to provide a copy of a completed 'Statement by a supplier(reason for not quoting an ABN to an enterprise)' form that can be found on the ATO website .